



ASHLAND – BAYFIELD CONSOLIDATED PSAP BOARD OF DIRECTORS

Minutes of the Board of Directors Meeting July 26, 2023, 1:30pm

Meeting held in the Bayfield County EOC, Washburn WI

The meeting of the Ashland - Bayfield Consolidated PSAP Board of Directors was called to order at 1:30 p.m. by Ron Sztynodor. A roll call was taken as follows: *Ashland County Administrator* – Dan Grady; *Bayfield County Administrator* – Mark Abeles-Allison; *Ashland County Board Member* – Ron Sztynodor; *Ashland County Sheriff* – Brian Zupke (virtual); *Bayfield County Sheriff* – Tony Williams. Total: 5 present. A quorum was present to conduct business.

The following were also present for the meeting: *Bayfield County Human Resources Director* - Kris Kavajecz; *Bayfield County IT* – Paul Houck; *Bayfield County Chief Deputy* – Andy Runice; *Bayfield County Lieutenant* – Tristan Kern; *Bayfield County Emergency Management Director* – Meagan Quaderer; *Bayfield County Lead Dispatch* - Gwen Christenson; Present Virtually: *Bayfield County Accountant* – Kim Mattson; *Ashland County GIS Coordinator* – Brittany Goudos-Weisbecker; *Ashland County Dispatch* – Michelle; *Ashland Police Department* – Joe Belany; .

1. Approval of the Minutes

Mark Abeles-Allison made a motion to approve the minutes from the July 11th, 2023, meeting. Dan Grady seconded the motion. Motion carried.

2. Project Manager Status Report

Quaderer reports on July 21st, 2023, the State DMA gave final approval for the project and advised all of the special conditions listed in the grant award have been met. We have been approved to begin purchases. She advised we will have to do a grant budget modification, which is standard, however because parts of the projects were now allowed to be funded, we will have to address the new budget through a modification. The Project Manager costs are being evaluated by the DMA to be sure they can be used as match funds for the grant.

Two resolutions will be presented to the Bayfield County Board for approval on 7/25/23. The first supports the FY24 PSAP grant applications and the second approves a budget amendment for grant-related purchases. (See attachments.)



ASHLAND – BAYFIELD CONSOLIDATED PSAP BOARD OF DIRECTORS

3. Discussion and Possible Action regarding the FY24 PSAP Grant Application

Two FY24 grant applications have been completed. The supplemental grant application included funding for a new CAD system, the cost for the first year of the NEOGOV training portal, and continued consulting services from Mission Critical Partners. Quaderer advised that the PSAP grant should be available in FY25 provided it is funded by the legislature, however as this application is a supplemental request from FY23, it should be applied for in FY24. Quaderer advised that the purchases must be made and the system in the building within a year and a half of grant award. Andy Runice asked if the board should consider not including CAD in the FY24 supplemental grant application and to pursue the DOJ grant which allows each applicant to apply for \$125,000 to go towards a new CAD system. Quaderer explained that the amount allowable in the DOJ grant is not sufficient to cover the cost of purchasing a CAD, and the DOJ grant may not allow agencies to combine their applications to purchase one system between them. The deadline is in two days, which would not be enough time to create an application. Sheriff Williams advised he prefers to put the CAD request in the FY24 supplemental grant application. The second FY24 grant application is for integration with ESInet as a 9-1-1-line service provider. Mark Abeles-Allison made a motion to include \$150,000 hardware refresh in the FY24 supplemental grant application. Tony Williams seconded. Motion carries.

4. Discussion and possible action approving the proposed PSAP Budget, Request for Proposals, and Purchases

Kim Mattson advised Bayfield County Board approved and passed a resolution regarding the PSAP budget. The resolution approved the project amount awarded in the FY23 grant in the amount of \$833,330. Mark Abeles-Allison advised the budget approved only includes grant project costs. It does not include wages or purchases not included in the grant application. Quaderer requested the EMD software, and the Console Furniture be considered to go through the RFP process. The rest of the purchases would go through the sole-source purchasing process. Mark Abeles-Allison makes a motion to approve the grant budget in the amount of \$833,330. Dan Grady seconds. Motion carries. Dan Grady makes a motion to approve putting the furniture and the EMD software out for RFP. Mark Abeles-Allison seconds. Motion carries. Dan Grady makes a motion to move forward with the quotes with Motorola CallWorks and DSC quotes for radios – but does not include the Ashland County backup radios at this time. Tony Williams seconded the motion, motion carried.

5. Discussion and possible action regarding the PSAP Director Job Description and Hiring Process

Dan Grady advises he feels comfortable with the job description presented. Kris Kavajecz advised she gathered similar job descriptions from around the state. The qualifications from the different descriptions varied greatly. Supervisory experience is a requirement of the position due to the enormity of the position. The TIME system requirements were suggested to be moved to be completed within a year of hire instead of six months due to scheduling



ASHLAND – BAYFIELD CONSOLIDATED PSAP BOARD OF DIRECTORS

with the State of WI for training. Additionally, the physical requirements should include eyesight to be able to see graphics. Mark Abeles-Allison states they would like to see the consolidation happen within a year with an anticipated “go live” date of July 1st, 2024. Mark advised the director position is expected to be advertised in the fall of 2023 with an anticipated hire date of January 1, 2024. Quaderer asks to clarify that the director would not be expected to run either of the current PSAPs as far as taking on managerial tasks. The director will be dedicated to merging the policies, procedures, and systems as well as creating schedules for the consolidated PSAP. The director will answer to PSAP Board of Directors and not to be supervised by either sheriff. Kim Mattson asked if the Director position wages would be covered under the PSAP grant, Quaderer advised it would not be covered. Mark Abeles-Allison makes a motion to include the PSAP Director position to be in the 2024 budget for both Ashland and Bayfield counties effective January 1st, 2024, and to begin the hiring process in the fall of 2023. Dan Grady seconds, motion carries.

6. Discussion and possible action regarding Field Services Advisory Committee

Quaderer explained that the field services such as EMS, Law Enforcement, and Fire Departments will want to have a place for input regarding the consolidated dispatch center. Quaderer also stated Mission Critical Partners strongly encouraged the board consider creating the FSAC to allow field services to provide input related to dispatch. Mark asked Quaderer when this committee should be expected to be created. Quaderer answered that after the director is hired the committee should be formed, hopefully within the first quarter of 2024. Quaderer will work with Kris Kavajecz to create an application to be presented at the next meeting for approval.

7. Discussion and Possible Action Regarding PSAP name and logo

Tony Williams suggested the name be recognizable and easy. Gwen Christenson suggested Ashland Bayfield Communications instead of using the term “dispatch” so it encompasses more than dispatch. Dan Grady suggested ABC Dispatch, Tony Williams advised that sounded like a private sector company instead of an emergency communications center. Quaderer advised that input received from dispatchers maintained that Ashland Bayfield County Dispatch was the most common suggestion. Quaderer advised that the phone greeting does not need to be restricted to the name of the PSAP and the director will be able to decide what is best for phone greetings. Dan Grady makes a motion to adopt Ashland Bayfield County Dispatch as the official PSAP name, Tony Williams seconded, motion carried. Mark Abeles-Allison suggested a public contest for the logo for the new PSAP. It was decided that the rules for the contest to be discussed at the next meeting.

8. Next meeting and agenda items

Next meeting will take place on September 20th, at 1:30pm in the Ashland County Board room.

9. Adjournment: Meeting adjourned at 15:06 followed by a tour of BAYCO dispatch